

Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED] Educational Specialist, OTR DATE: 15 November 1960

THRU : Chief, Intelligence School

FROM : Chief, Clerical Training *RB*

SUBJECT: Scheduling of Instructional Training Courses for Clerical Training Staff

File

1. As you will recall, I recently talked to you in person about the difficulties encountered in scheduling Clerical Training instructors for attendance at a single instructional training course. Unfortunately, the continual running of Clerical Training offerings makes it impossible to release all of the staff members at one time. Clerical Induction training is given 52 weeks of the year; Clerical Orientation Training is offered all but one week of the year and when it is cancelled, that cancellation comes at the direction of the Office of Personnel and is never a known fact before Friday preceding the beginning of the next course. Clerical Refresher Training is programed as follows: the instructors are involved in full-time teaching for a period of four weeks. The fifth week is devoted to the writing of evaluations on trainees who have completed the previous course and the pretesting of new trainees for the forthcoming course. The interval of one week is the only time between courses and as you can see, it is well filled.

2. I am confident the Clerical Training staff members would find a course designed by your staff of particular benefit, and I regret that it is impossible to find a time when all nine instructors including the chief could be released from teaching duties. It seems that our only alternative is to endeavor to release one teacher at a time for attendance in this training. Perhaps each could attend a class scheduled for another group of OTR personnel.

3. During the period of February - June 1961, one instructor will be on leave for the purpose of attending George Washington University full time, and also I have just learned that during this period, another instructor must undergo surgery which will necessitate her being on sick leave for a minimum of two months. In light of these two "emergencies," release of staff members for any type of training promises to be exceedingly difficult.

*Personally talked to MAH on 5 Dec 60
I made arrangements to have 2 of
her personnel join an ITC for
records mgmt staff during weeks
of 13 & 20 Feb 61*

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